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STATE OF HAWAII  
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August 25, 1992

DIRECTOR'S OFFICE  
DEPT. OF  
TRANSPORTATION  
AUG 26 2 20 PM '92


COMPTROLLER'S MEMORANDUM NO. 1992-23

TO: Heads of Departments  
FROM: Russel S. Nagata, Comptroller  
SUBJECT: Address Requirement, Savings Bond Authorization Forms

This memorandum is to provide immediate notice that the following elements must be included on employees' savings bond authorization forms (SBD-1931) to avoid edit-rejection when they are input to the State's payroll system:

- (1) State abbreviation. The U.S. Postal Service's 2-letter state abbreviation must be entered in the designated space for "State" on the authorization form. For example, "HI" is the correct abbreviation to enter for Hawaii.
- (2) ZIP code. The ZIP code must also be entered in the designated space on the authorization form.

Failure to conform to these requirements will result in edit-rejection of an authorization form when it is processed by the payroll system's computer edit programs. It is therefore important that this information be forwarded to the office in your department responsible for review and submission of the forms to our Central Payroll office.

  
RUSSEL S. NAGATA  
Comptroller

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